



The Town of Glastonbury is
seeking a

Director of Parks and Recreation

Welcome to Glastonbury!

The Town of Glastonbury is pleased to announce the recruitment process for the position of Director of Parks & Recreation.

This position announcement will help familiarize prospective candidates with the Town, the Department, and this outstanding opportunity to join the Glastonbury community.

Population: 34,000
Area: 52 square miles

Mission Statement

"Building on over 300 years of tradition and heritage, Glastonbury continues to balance the preservation of its natural resources with the evolving needs of our community. Through positive community partnerships, careful planning, and professional management, we are committed to the highest levels of responsible and equitable service, integrity, and fiscal responsibility. Ongoing innovation, regional cooperation, and effective leadership will ensure that Glastonbury will always be a great place to live, learn, work, play, and do business."



Town Profile

The Town of Glastonbury is a highly successful, desirable community located in close proximity to Hartford, CT, and just a short drive to Boston, New York City, CT and RI beaches, and numerous New England ski areas. Glastonbury is well-known for its excellent municipal management, outstanding public education, historic character, open space, and exceptionally high quality of life. The community offers a variety of local attractions, quality restaurants, and recreational opportunities for all ages. Such attractions include Hartford Stage, the Bushnell Theater for Performing Arts, XL Center, Mystic Seaport, Foxwoods & Mohegan Sun Casinos, and UCONN Sporting events. Connecticut is home to a number of colleges & universities including UConn, University of Hartford, Trinity College, Yale University, Central Connecticut State University (CCSU), Goodwin College, Wesleyan University, Connecticut College, and a host of other 2 and 4 year institutions.

Glastonbury is located along the Connecticut River and presents a variety of residential opportunities, high quality economic development, farms, orchards, historic properties, and an active, positive citizenry. Residents and businesses have a shared interest in retaining the quality of life and standard of excellence for town and education programs and facilities.

The Parks & Recreation Department

The Parks and Recreation Department provides a wide variety of recreation opportunities that enhance the quality of life in Glastonbury. Town sponsored programs, public parks, and open space work together to meet the diverse needs and interests of the community and its members. Each year, the Department also coordinates highly regarded and well-attended events such as the infamous Santa's Run Road Race, the Fishing Derby, and the Summer Music Series. Other programs are available to residents of all ages and are as varied as the interests of the town's population. Numerous competitive sports opportunities are offered including tennis lessons, swim team, youth basketball, co-ed soccer, softball, gymnastics, and volleyball. Opportunities that contribute to a healthy lifestyle include adult exercise class, aerobics, Pilates, yoga, senior citizen exercise, and "fun runs".

This Department is also responsible for the care and maintenance of all public lands including town parks, ten schools, several public swim locales, a 9-hole public golf course, Riverfront Park and The Glastonbury Boathouse, playgrounds and athletic fields, and municipal buildings. The work includes landscaping, trash/snow removal, irrigation system maintenance, and a host of other specialized grounds maintenance tasks. Our public parks continue to be a source of pride for the quality of life benefits that they provide to Glastonbury residents and the Town makes a concerted effort to maintain a balance of development and open space.



Recent Town Achievements

Glastonbury is proud to have achieved the following:

- GFOA Distinguished Budget Presentation Award Recipient for 20 consecutive years
- Aaa and AAA ratings with Moody's and Standard & Poor's
- GFOA Excellence in Financial Reporting Certificate for 25 consecutive years
- HEARTSafe Community
- Voted one of CT's top 25 safest cities by Safewise (2014)
- Rated 2016 Top Place for First Time Home Buyers
- Bicycle Friendly Community
- Power of Change Award Recipient
- Clean Energy Community
- Nationally Accredited Police Department and Senior Center

*CERC Profile 2016





The Parks & Recreation Department Continued

Under broad direction of the Town Manager, the Parks & Recreation Director directs the planning, organization and management of municipal recreation programs, and the care and maintenance of Town parks, properties, education grounds, and recreation facilities through reporting Park Superintendent and recreation supervisors. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction. The Department is comprised of 2 major divisions: Recreation and Parks Maintenance. There are 3 Recreation Supervisors who are supported by a staff of program directors, assistant directors, instructors, coaches, and facility supervisors. The Parks maintenance efforts are supported by a Parks Superintendent, Parks Maintenance Supervisor, and a team of Full Time maintainers, groundskeepers, and custodians. Seasonal maintainers are hired annually as well. Recreational programming is coordinated by the “Program Coordinator” and a supporting staff of directors, leaders, supervisors, and additional program staff. The Department also coordinates private rentals for many town facilities, and there is a dedicated Event & Banquet Facility Manager who coordinates such rentals at the Glastonbury Boathouse and Riverfront Community Center. Rental activities are also supported by event supervisory staff. Many of the department’s programs also leverage volunteers throughout the year as needed.

The Ideal Candidate

The Town of Glastonbury is seeking a highly experienced Director with a demonstrated history of successful parks management and municipal recreation. Desirable candidates will have the ability to effectively delegate while keeping informed of department operations and holding team members accountable for their activities and performance. Additional qualifications include:

- Considerable knowledge of the principles and practices of municipal recreation, leisure services administration, and park facilities maintenance
- Considerable knowledge of public administration principles and practices as applied to a varied organizational division
- Considerable ability to communicate orally and in writing, and to lead others in work groups of varied size and purpose
- Considerable ability to supervise the work of varied work groups through supervisors
- Considerable ability to administer policies & procedures including planning, budget management, decision-making, and report development & writing
- Considerable ability to establish & maintain effective working relationships with coworkers, vendors, contractors, consultants, other governmental agencies, customers, and the general public
- Knowledge of state traffic laws

Minimum Training and Experience:

- Bachelor’s degree from a recognized college or university in parks & recreation, leisure services administration, public administration, or related fields.
- Ten (10) years of progressively responsible parks and/or recreation administration experience including at least four (4) years in a supervisory capacity
- Municipal experience desired, but not required

For a complete list of qualifications and responsibilities, please visit our website at www.glastonbury-ct.gov/employment.



Compensation & Benefits

Salary Range: \$92,391 - 124,722* (effective July 1, 2017)

- Defined Benefit (traditional pension) and Defined Contribution Plans
- Vacation, Personal, Holiday, and Sick Leave
- Health and Dental Insurance
- Life Insurance
- Long-term Disability

*A starting salary at the upper end of the range above will be considered based on a candidate's knowledge and experience.

Residency

Residency in the Town of Glastonbury is not required. Candidates will be selected based on their experience, demonstrated successes and accomplishments, and ability to effectively perform the diverse responsibilities required of the position.

How to Apply

Applications will be accepted until the position is filled. AA/EOE.

Employment Applications are available on the town website at www.glastonbury-ct.gov/employment, or by contacting the Town Hall information center at **(860) 652-7710**.

Please submit your cover letter, resume, and completed Town of Glastonbury Employment Application to the Human Resources Department at infocenter@glastonbury-ct.gov, or by mail at:

Human Resources
P.O. Box 6523
Glastonbury, CT 06033-6523

Applications will be screened upon receipt.

